



# *MONTAGUE BOARD OF HEALTH*

One Avenue A · Turners Falls, MA 01376

Telephone 413- 863-3200 Ext. 205 · Fax 413 -863 -3225

July 17, 2023

## **Administrative Assistant**

The Town of Montague is seeking applications for the position of Board of Health Administrative Assistant. The position performs clerical and administrative functions for the Board of Health (35 hours per week). Responsibilities include answering telephone calls, filing and maintenance of documents and records, transcribe meeting minutes, customer assistance, preparing correspondence, processing accounts payable, conducting research, performing data entry and maintain data base, providing customer services, and assisting in the daily operation of the two offices. Candidates for this position should have an associate degree and 3 to 5 years of experience in a similar role or an equivalent combination of education and experience.

This is a full-time benefited position that is pension eligible and part of the NAGE union, and the range of pay is: \$19.28 to \$23.72 per hour.

The Board of Health work week is four days per week, 8:30AM to 5:30PM Monday, Tuesday, and Thursday and 8:30AM to 6:30PM on Wednesday.

Please see the attached job description for further information.

The Town of Montague is an EEO Employer

Applicants interested in this position should send a cover letter and resume via email to [healthdir@montague-ma.gov](mailto:healthdir@montague-ma.gov), via mail/in-person to Ryan Paxton, Director of Public Health, 1 Avenue A, Turners Falls, Ma until Thursday August 10, 2023 at 5:30PM but will be accepted until the position is filled.

*The Town of Montague is an Equal Opportunity Provider and Employer*

**POSITION TITLE:** Administrative Assistant,  
Board of Health

**DATE:** July 17, 2023

**DEPARTMENT:** Board of Health

**GRADE:** B

**REPORTS TO:** Public Health Director

**FLSA:** Non-Exempt

**UNION:** NAGE

### **Statement of Duties**

Position performs administrative and secretarial functions for the Board of Health. Responsibilities include providing customer assistance, preparing correspondence, attending Board of Health meetings to take minutes, transcribing Health Board minutes, processing accounts payable, conducting research, performing data entry, and assisting in the daily operation of the office.

### **Supervision/Guidance Received**

Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction. Unusual situations are referred to the supervisor for further instruction. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed. Employee will have access to confidential medical and public health records of the department.

### **Job Environment**

Position responsibilities require the use of judgment to interpret numerous standardized practices, procedures, or general instructions that govern the work. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation. Employee plans and prioritizes work in response to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors can result in a delay of service, legal repercussions, or monetary loss.

Position has frequent contact with the public to receive calls and visitors; respond to inquiries, requests, or complaints; or provide information and assistance regarding department policies and procedures. Position has daily contact with other town departments for the purpose of giving or receiving information and assistance, coordinating tasks, and scheduling appointments. Contact usually occurs in person, in writing, or on the phone.

The position provides secretarial/clerical support to the Board of Health to include taking minutes; compiling information for review/action; and following up after meetings to ensure Board decisions and actions are documented and disseminated to appropriate parties.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

1. Receives incoming calls and visitors to the office; responds to inquiries or requests for assistance or directs customers to the appropriate personnel for assistance.
2. Ensures accurate and detailed record keeping for department; inputs and updates information in database and files as required, and generates reports as requested.
3. Relays messages and informs supervisor of events that may require immediate attention.
4. Processes permits issued by the Board including food and septic permits; receives and reviews applications; collects payments; reconciles and records payments; and transmits payments to the Treasurer/Collector.
5. Transcribes minutes from Board of Health meetings, distributes minutes, and maintains records of minutes for files; may attend meetings to take minutes.
6. Performs clerical duties for department; prepares correspondence; copies documents; maintains and updates files and records; prepares mailings; updates department's web page.
7. Processes bills for payment; submits information to the Treasurer's Office for payment; maintains records of expenditures.
8. Maintains an adequate level of office supplies, orders additional supplies as required.

## **Recommended Minimal Qualifications**

### **Education and Experience**

A candidate for this position should have an associate degree and 3 to 5 years of experience or an equivalent combination of education and experience.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Principles, practices, and methods related to record keeping, bookkeeping, clerical, reception and secretarial duties.

### **Skilled in:**

- Communication, customer service and organization
- Spelling and grammar

- Bookkeeping and mathematics
- Office procedures, equipment and software applications

And with the ability to:

- Handle multiple tasks simultaneously, despite interruptions.
- Maintain detailed, accurate records.
- Distinguish between emergency and non-emergency situations.

### **Tools and Equipment Used**

The employee operates standard office equipment (e.g., personal computer, telephone, copier, facsimile), measuring devices, and a Class D motor vehicle (passenger car).

### **Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Minimal physical effort is required to perform administrative duties. The employee is frequently required to sit, speak, listen, stand, walk, and carry or lift under 10 lbs. Vision requirements include the ability to read routine documents for analysis and general understanding and use a computer.

### **Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Administrative work is performed under typical office conditions; after-hours work is required during busy event times of Board of Health or public meetings.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change*